BlackBerry

Getting Started Guide

BlackBerry 8700g Wireless Handheld™

Mute button
Turn microphone on/off during a call

Power button

Notification LED

Headset jack

USB port

Trackwheel
Select or click an item

Escape button
Exit a screen

Side Convenience key
Opens the profile list

Front Convenience key
Open a list of useful links in the browser

Send key
Make a phone call

End key
End a phone call
Return to the Home screen

Backspace/Delete key

Alt key
Type the alternate character on a key

Enter key

Speakerphone/Currency key
Turn speakerphone on/off during a call
Type a currency symbol

Symbol key
Open the symbol list

Shift key
Type a capital letter

How do I navigate?

Roll the trackwheel to move the cursor and highlight items on the screen.

Click (press) the trackwheel to open the menu or select items.

Press the Escape button to exit a screen, cancel an action, or go back one page in the browser.

Set Convenience keys

In the device options, click **Screen/Keyboard**. Set the device program that should open when you press the assigned Convenience key.

Shortcuts

Phone

Open the phone screen or make a phone call	Press
End a call	Press
Turn mute on and off during a call	Press the **Mute** button on the top of the device
Turn speakerphone on or off during a call	Press
Change the volume during a call	Roll the trackwheel
Dial a letter in a phone number	Hold + Press the letter
Open the contact list from the phone screen	Hold
Redial a number	Press twice
Call a voice mail access number	Hold
Assign speed dial to a number key	Hold any key > Type a phone number

Message list

Open a selected message	Press
Compose new message	Press
Reply to sender	Press
Reply to all	Press
Forward message	Press
Go to messages from the next day	Press
Go to messages from the previous day	Press
Go to the next unread message	Press
File a message	Press
View sent messages	Press
View received messages	Press

Browser

Go back one page	Press the **Escape** button
Exit the browser	Hold the **Escape** button
Search for a word on a page	Press
Open a selected link	Press
Switch between normal and full-screen view	Press
Go down one page	Press
Go up one page	Press
Go to a specific web page	Press

Calendar

For these shortcuts to work in Day view, in the calendar options, set the **Enable Quick Entry** field to **No**.

Go to the next day, week, or month	Press
Go to the previous day, week, or month	Press
Schedule an appointment	Press
Move the cursor horizontally in week view	Hold + Roll the trackwheel
Move the cursor vertically in month view	Hold + Roll the trackwheel

Note: The arrangement of letters on your device keyboard might vary slightly from the depictions on this document.

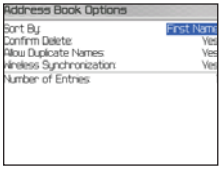
Navigating screens

Lock the device/keyboard	Click **Lock**. Set a password for added security.
Unlock the device/keyboard	Double-click the trackwheel
Move the cursor vertically/horizontally	Roll the trackwheel/ Hold ALT + Roll the trackwheel
Return to the previous screen	Press the **Escape** button
Return to the Home screen	Press
Click an item	Highlight the item > Click the trackwheel
Select multiple items	Hold CAP + Roll the trackwheel
Switch between programs	Hold ALT + Press the **Escape** button
Go to the top of a screen	Press T
Go to the bottom of a screen	Press B
Turn on/off the device	Hold the **Power** button

Typing and editing

Capitalize a letter	Hold the letter
Insert a period	Press SPACE twice
Type the alternate character on a key	Press ALT + the key
Insert a symbol	Press SYM
Insert an accented character	Hold a letter + Roll the trackwheel
Select lines of text	Press CAP > Roll the trackwheel
Select individual characters	Hold CAP + Roll the trackwheel
Copy selected text	Press ALT + Click the trackwheel or Click the trackwheel > Click **Copy**
Cut selected text	Press CAP + DEL or Click the trackwheel > Click **Cut**
Paste selected text	Press CAP + Click the trackwheel or Click the trackwheel > Click **Paste**
Cancel selection	Press the **Escape** button

Fields

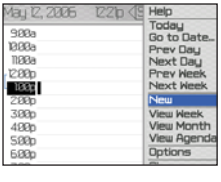


Press SPACE to change the value in a field.

Press ALT to view all the values that are available in the selected field.

In an options screen, you can also select an option and click the trackwheel. Click **Change Option**. Click a value.

Menus



Click the trackwheel to view the menu.

On the menu, click standard menu items such as **New**, **View**, **Edit**, **Delete**, **Save**, **Options**, and **Help**. Additional menu items might appear depending on the item you have selected.

Programs

Explore the many useful programs that your BlackBerry® device has to offer. Here are a few to get you started.

Click **Messages** to view the messages list, compose new messages, and set options for email messages.

Click **Browser** to visit web pages, browse for programs and ring tones, and set browser options. Your device might have more than one browser.

Click **Profiles** to set and edit ring tone profiles or to manage downloaded ring tones.

Click **Options** to find the main list of device options, Bluetooth® settings, and wireless settings.

Additional programs appear on the Home screen, including the task list, memos list, calculator, alarm, pictures list, help, and more!

Status indicators

- roaming
- Home zone
- receiving data
- transmitting data
- Bluetooth radio on
- Bluetooth connection
- alarm set
- Number mode on
- Shift mode on
- Alt mode on
- voice mail message
- placed call
- missed call
- received call
- sent message
- message sending
- message not sent
- read message
- unread message
- filed message
- message includes attachment
- SMS or MMS message
- system busy
- notification LED
- low battery LED
- wireless coverage LED
- Bluetooth connection LED

Full battery power

Low battery power

Charging

Wireless network coverage

You must connect to the wireless network to begin using many device features. To connect to or disconnect from the wireless network, click **Turn Wireless On/Turn Wireless Off**.

Indicators on the Home screen show the wireless coverage level for the area in which you are using your device. A low level of wireless coverage might limit the use of some device features, as shown in the chart below.

Full wireless coverage

No wireless coverage

Wireless is turned off

Emergency calls only

	EDGE	GPRS	edge	gprs	GSM
Emergency calls	●	●	●	●	●
SMS messages	●	●	●	●	●
Phone	●	●	●	●	●
MMS messages	●	●			
Email and PIN messages	●	●			
Browser	●	●			
High-speed data	●				

Contents

Welcome to BlackBerry! 3

Setting up your device 4

Insert the SIM card 4

Insert the battery 4

Charge the battery 5

Connect to the wireless network 5

Setting up for email using the BlackBerry Enterprise Server 7

Use enterprise activation 7

Use the BlackBerry Desktop Software 7

How do I... 9

Make phone calls 9

Send email messages 9

Send PIN messages 9

Send SMS (text) messages 9

Send MMS (multimedia) messages 9

Add contacts 10

Add SIM card contacts to your address book 10

Go to web pages 10

Set a device password 10

Lock or unlock the device 10

Set the date and time 10

Enable profiles 11

Turn on or turn off the Bluetooth radio 11

Pair with another Bluetooth-enabled device 11

Find help with other features 11

Frequently asked questions 12

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Welcome to BlackBerry!

Whether you plan to use your BlackBerry® device for business or personal productivity, you have made an excellent choice! With powerful push-messaging, voice, web, and organizer features, BlackBerry is the all-in-one solution that is designed to keep you connected to the people, data, and resources that you need every day.

To begin using your BlackBerry device, you must set up and turn on the device, connect to the wireless network, and set up your supported email account. You might also need to install the BlackBerry Desktop Software so that you can connect your device to your computer for data synchronization and charging.

Take a moment to read this guide and any documents provided by your service provider. These resources provide important setup information and are designed to help you get the most from your BlackBerry device! Additional resources are listed in the back of this guide.

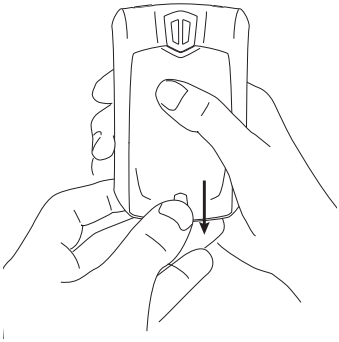
Setting up your device

Insert the SIM card

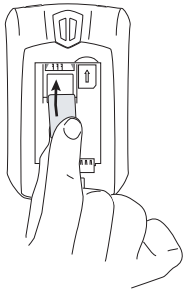
Your SIM card contains important information about your wireless service. Your SIM card might be inserted already.

Warning: Turn off your device before you insert or remove the SIM card. Do not scratch, bend, or expose the SIM card to static electricity or wet conditions.

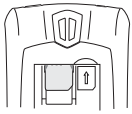
1. Press the battery cover release button.



2. Slide off the battery cover.
3. If the battery is inserted, remove it.
4. Hold the SIM card with the metal contacts facing down so that the notches on the card align with the notches shown on your device.



5. Slide the SIM card into the SIM card holder so that it lies flat below the metal guide.
6. Continue to slide the SIM card into the SIM card holder until it stops. One end of the SIM card should be slightly hidden below the plastic casing on your device.



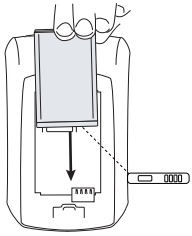
Note: To remove the SIM card, press gently on the top of the SIM card and slide it out of the SIM card holder.

Insert the battery

Warning: Use only the battery that Research In Motion® specifies for use with your device. See the Safety and Product Information booklet that accompanied your device for more information about using the battery safely.

1. Press the battery cover release button.
2. Slide off the battery cover.

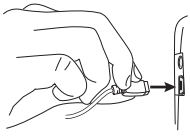
3. Insert the battery so that the connectors on the battery align with the connectors on your device.



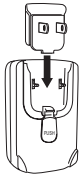
4. Replace the battery cover.
5. If the battery is charged, your device turns on and the confirm date and time dialog box appears.
   - If the date and time are incorrect, click **Edit**. See "Set the date and time" on page 10 for more information.
   - If the date and time are correct, click **OK**.

Charge the battery

1. Connect the small end of the USB cable to your device.



2. If required, slide the plug blade attachment into the power adapter.



3. Plug the power adapter into a power outlet.
4. Charge the battery to full power.

Note: If you install the BlackBerry Desktop Software or BlackBerry Device Manager, you can charge your device by connecting it to your computer. See "Can I charge my device by connecting it to my computer?" on page 12 for more information.

Connect to the wireless network

On the device, if the power is off, press the **Power** button. Your device should connect to the wireless network automatically.

To connect to the wireless network successfully, your wireless service must be active, and you must be in a wireless network coverage area. See the wireless network coverage chart on the inside front cover of this guide for more information.

When your device is not connected to the wireless network, you can continue to use features that do not require a connection to the wireless network. For example, you can type and save draft email messages, manage tasks, or use the calculator.

Setting up for email using the BlackBerry Enterprise Server

Your system administrator might set up your BlackBerry device for email on your behalf, or you might need to integrate your device with a supported email account yourself using one of the methods described here.

Use enterprise activation

If your system administrator has provided you with an enterprise activation password, you can integrate your supported email account directly from your device.

1. Verify that your device is connected to the wireless network.
2. On your device, click **Enterprise Activation**.
3. Type your supported corporate email account address.
4. Type the enterprise activation password provided by your system administrator.
5. Click **Activate**.

Note: Your system administrator might request that you install the BlackBerry Device Manager program on your computer to reduce the amount of data that is sent over the wireless network when your device is connected to your computer.

Use the BlackBerry Desktop Software

If your system administrator does not provide you with an enterprise activation password, you can install the BlackBerry Desktop Software on your computer to integrate your device with your supported email account.

To install the desktop software, the following system requirements apply:

- Intel®-compatible 486 or higher computer that is compliant with USB 1.1 or later
- Microsoft® Windows® 98, Windows ME, Windows 2000, or Windows XP
- available USB port
- If you use Windows 98 (not Windows 98 Second Edition), you must download the DCOM 98 version 1.3 update from www.microsoft.com/com/default.mspx for the USB driver to operate as expected.

1. Insert the BlackBerry Desktop Software Installation CD into your CD drive.
2. Complete the on-screen instructions.
   - Select **BlackBerry Enterprise Server or BlackBerry Desktop Redirector** as your account integration option.
   - Select **BlackBerry Enterprise Server** as your email redirection option.
3. When the installation is complete, connect the smaller end of the USB cable to your device.
4. Connect the larger end of the USB cable to an available USB port on your computer.
5. On the taskbar, click **Start**.
6. Select **Programs** > **BlackBerry** > **Desktop Manager**.
   - When you are prompted to generate an encryption key, complete the on-screen instructions.

Note: To find out more information about the features of the BlackBerry Desktop Software, click **Help** > **Desktop Help Contents**.

How do I...

Make phone calls

On the Home screen, type a phone number. Press the **Send** key.

To end the call, press the **End** key.

Notes: Press the **Send** key on any screen to open the phone.

Select a contact, call log, or phone number link on any screen and press the **Send** key to make a call.

To switch between the speaker and earpiece during a call, press the **Speaker** key.

Send email messages

You must set up a supported email account to use with your device before you can send and receive email messages. See "Setting up for email using the BlackBerry Enterprise Server" on page 7 for more information.

1. In the messages list, click the trackwheel.
2. Click **Compose Email**.
3. In the **To** field, type an email address or a contact name.
4. Type a message.
5. Click the trackwheel.
6. Click **Send**.

Send PIN messages

A personal identification number (PIN) uniquely identifies each BlackBerry device on the wireless network. If you know the PIN of another BlackBerry device user, you can send a PIN message to that person. To find your PIN, in the device options, click **Status**.

1. In the messages list, click the trackwheel.
2. Click **Compose PIN**.
3. In the **To** field, type a PIN or a contact name.
4. Type a message.
5. Click the trackwheel.
6. Click **Send**.

Send SMS (text) messages

1. In the messages list, click the trackwheel.
2. Click **Compose SMS**.
3. Click **[Use Once]**.
4. Click **SMS**.
5. Click **Phone**.
6. Type an SMS-compatible phone number.
7. Click the trackwheel.
8. Click **Continue**.
9. Type a message.
10. Click the trackwheel.
11. Click **Send**.

Send MMS (multimedia) messages

1. In the messages list, click the trackwheel.
2. Click **Compose MMS**.
3. Click **[Use Once]**.
4. Click **MMS**.
5. Select a send method for your MMS message.
6. Type an MMS-compatible phone number or an email address.
7. Click the trackwheel.
8. Click **Continue.**
9. Type a message.
10. Click the trackwheel.

11. Click **Attach Address**, **Attach Appointment**, or **Attach Picture**.
12. Click a contact, appointment, or image.
13. Click **Continue**.
14. Click the trackwheel.
15. Click **Send**.

Add contacts

1. In the address book, click the trackwheel.
2. Click **New Address**.
3. Type the contact information.
4. Click the trackwheel.
5. Click **Save**.

Add SIM card contacts to your address book

If you have saved contact information on your SIM card, you can copy that information into the address book on your device.

1. In the address book, click the trackwheel.
2. Click **SIM Phone Book**.
3. Click the trackwheel. Click **Copy All To Address Book**.

Go to web pages

1. In the browser, click the trackwheel.
2. Click **Go To**.
3. Type a web address.
4. Click the trackwheel.
5. Click **OK**.

Notes: To insert a period, press the **Space** key.

To insert a slash mark (/), press the **Shift** key + the **Space** key.

The Go To dialog box tracks the web addresses that you type. To go to a web page in the list, click the web address. Click **OK**.

Set a device password

1. In the device options, click **Security Options**.
2. Click **General Settings**.
3. Set the **Password** field to **Enabled**.
4. Set the other security options.
5. Click the trackwheel.
6. Click **Save**.
7. Type a device password.
8. Click the trackwheel.
9. Retype the device password.
10. Click the trackwheel.

Lock or unlock the device

With a device password set, on the Home screen, click **Lock**.

To unlock your device, on the Lock screen, roll the trackwheel. Click **Unlock**. Type your password. Press the **Enter** key.

Note: When the device is locked, you should be able to make an emergency call without dialing the emergency access number. Click **Emergency Call**. Click **Yes**.

Set the date and time

1. In the device options, click **Date/Time**.
2. Set the **Time Zone** field.
3. In the **Date/Time Source** field, set a date and time source.
4. Click the trackwheel.
5. Click **Update Time**.
6. Click the trackwheel.

7. Click **Save**.

Note: To set the date and time yourself, set the **Date/Time Source** field to **Off**. Set the other fields on the Date/Time screen to display the correct date and time. Save your changes.

Enable profiles

In the profiles list, click a notification profile. Click **Enable**.

Note: To change the current notification profile quickly, select a profile. Press the **Space** key.

Turn on or turn off the Bluetooth radio

To turn on the Bluetooth® radio, in the device options, click **Bluetooth**. Click the trackwheel. Click **Enable Bluetooth**.

To turn off the Bluetooth radio, in the device options, click **Bluetooth**. Click the trackwheel. Click **Disable Bluetooth**.

Pair with another Bluetooth-enabled device

1. In the device options, click **Bluetooth**.
2. Click the trackwheel.
3. Click **Add Device**.
4. Click the name of a Bluetooth-enabled device.
5. In the **Enter passkey for <*device name*>** field, type a passkey.
6. Type the same passkey on the Bluetooth-enabled device with which you are pairing.

Notes: Verify that the Bluetooth-enabled device that you want to pair with is in the correct mode for pairing.

The names of Bluetooth-enabled devices with which you have already paired appear in the list of paired Bluetooth-enabled devices. They do not appear in the list of Bluetooth-enabled devices that appears when you click Add Device.

Find help with other features

To access a list of topics that are associated with the program that you are using, in a program, click the trackwheel. Click **Help**.

To open the main list of topics for all programs, on any Help screen, click the trackwheel. Click **Index**.

Frequently asked questions

Why does my device not turn on?

The power m ight be off. Press the **Power** button.

The battery might not be charged. See "Charge the battery" on page 5 for more information.

Why does my device not charge?

A connection might not be complete. Check that all cables and plugs are fully inserted into ports and power outlets. See " Charge the battery" on page 5 for more information.

The battery might not be inserted properly. Remove and reinsert the battery. Verify that the connectors align. See "Insert the battery" on page 4 for more information.

If you connect your device to the computer to charge, verify that the computer is turned on. If you connect your device to the computer using a USB hub, the hub must be self powered to provide enough power to charge your device.

Can I charge my device by connecting it to my computer?

If you have installed the BlackBerry Desktop Software or the BlackBerry Device Manager on your computer, you can connect your device to the computer to charge the battery.

1. Verify that the computer is turned on.
2. Connect the smaller end of the USB cable to your device.
3. Connect the larger end of the USB cable to an available USB port on your computer.

Note: To find more help with connecting your device to the computer, in the desktop software, click **Help** to view the *BlackBerry Desktop Software Online Help*.

Why can I not send or receive email messages?

Verify that your device is connected to the wireless network. See "Connect to the wireless network" on page 5 for more information.

Verify that you have set up a supported email account for use with your device. See "Setting up for email using the BlackBerry Enterprise Server" on page 7 for more information.

If you continue to be unable to send and receive messages, reset your device by removing and reinserting the battery.

Note: To find more help with sending and receiving email messages, in the messages list, click the trackwheel. Click **Help** > **Email Messages**.

Can I integrate my device with a corporate email account if I do not have access to a BlackBerry Enterprise Server?

If you use Microsoft Outlook (Workgroup installation) with an email account on a Microsoft Exchange Server version 5.5 or later and your device does not have access to a BlackBerry Enterprise Server, your system administrator might permit you to install the BlackBerry Desktop Redirector on your computer to integrate your device with your supported email account.

To integrate your device with a supported email account using the BlackBerry Desktop Redirector, when you install the BlackBerry Desktop Software, select **BlackBerry Desktop Redirector** as your message redirection option. See "Use the BlackBerry Desktop Software" on page 7 for more information about installing the BlackBerry Desktop Software.

Your computer must be on and the BlackBerry Desktop Redirector must be running to send and receive messages on your device.

How do I reset my device?

To reset your device hardware and programs, remove and then reinsert the battery.

How do I clean the screen?

Clean the screen and device using only a soft dry cloth. Do not use liquid, aerosol cleaners, or solvents on or near your device. Disconnect any cables from the computer and unplug any charging accessories from the electrical outlet before cleaning.

Note: See the *BlackBerry Device Safety and Product Information* booklet that accompanied your device for more information about caring for your device.

Where can I buy accessories for my device?

You can buy approved accessories for your device online at

www.shopblackberry.com

Note: Use only those accessories that are approved by Research In Motion (RIM) for use with your particular device model. Using any accessories that are not approved by RIM for use with your particular device model might invalidate any approval or warranty applicable to the device and might be dangerous.

Where can I download games and ring tones for my device?

Many third-party vendors offer games, ring tones, and other programs for your device online. You can download new programs using your device browser, or you can download them using your computer and load them onto your device using the Application Loader tool of the BlackBerry Desktop Software.

For example, you can visit the following web site using the browser on your device:

mobile.blackberry.com

Note: Your use of third-party software shall be governed by and subject to you agreeing to the terms of separate software licenses, if any, for those products or services. Any third-party products or services that are provided with RIM products and services are provided "as is". RIM makes no representation, warranty or guarantee whatsoever in relation to the third-party products or services and RIM assumes no liability whatsoever in relation to the third-party products and services even if RIM has been advised of the possibility of such damages or can anticipate such damages.

T-Mobile customer support web site:

Germany:
www.t-mobile.de/blackberry
United Kingdom:
www.t-mobile.co.uk/instantemail

T-Mobile customer support phone number:

Austria:
0676 20333
Germany:
0180 3 302202 or 2202 on your device
Netherlands:
0800 7112
United Kingdom:
0845 412 500 or 150 on your device

For additional BlackBerry help and troubleshooting information:

www.blackberry.com/support

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Check with your service provider for availability, roaming arrangements, service plans and features.

Certain features outlined in this document require a minimum version of BlackBerry Enterprise Server Software, BlackBerry Desktop Software, and/or BlackBerry Handheld Software and may require additional development or third-party products and/or services for access to corporate applications

BlackBerry 8700g™
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Where can I find more information?

User guide

The user guide is only a few clicks away on your BlackBerry device! To learn more about how to use your device, click **Help**.

In the menu on your device, click **Help** to see the help topics that are associated with the program that you are using.

Additional resources

If you use the BlackBerry Desktop Software, on the menu bar click **Help** to find the *BlackBerry Desktop Software Online Help* and the *BlackBerry User Guide*.

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